

Passports

Minors Under 16

All children under age 16 must appear in person with appropriate documentation and with both parents. Parental consent and signatures are mandatory for passport issuance for minors under age 16 and for renewals.

All minor children, including newborns and infants, **must** have their own U.S. passports.

1. Schedule Online Appointment
2. Complete Online Form DS-11: Application for a U.S. Passport
3. Submit Child's Current Passport (if applicable) Plus 1 Photocopy
4. Provide Parental Consent
5. Submit Proof of Child's U.S. Citizenship AND Evidence of Relationship
6. Present Identification of Parent(s)/Guardian(s)
7. Child's Social Security Number
8. Step 8: Provide One Recent Passport Photo
9. Pay Passport Fee
10. Provide a Chronopost Envelope

Step 1: Online Appointment System for American Citizens Services in Marseille

Refer to [this page](#) to schedule an appointment.

Note: If you do not already have a first passport for your child, there are special requirements to apply for a [Consular Report of Birth Abroad](#) and first passport for newborns and infants.

Step 2: Passport Application Form

We require that you enter your child's personal information on Form DS-11 using the [online passport wizard](#). Be sure to answer all questions accurately as any mistakes may result in a delay. **Check that you are using the correct form here** (PDF-192 kb). Print one-sided pages only.** **DO NOT SIGN.**

Step 3: Submit Child's Current Passport (if applicable) plus 1 photocopy

Step 4: Provide Parental Consent

1. **Both parents** will appear together and sign the application form (DS-11) in the presence of a Consular Officer **or**;
2. **One parent** appears and signs and submits the non-appearing parent's signed, **notarized** form DS-3053 "[Statement of Consent: Issuance of a Passport to a Minor](#)"

[Under Age 16](#)" which authorizes passport issuance for the child, together with the non-appearing parent's signed photo identification (copy or original document).

The non-appearing parent's signature may be certified by:

- U.S. notary public;
- U.S. consul acting as notary public
- French notaire, or mayor at French city halls (*mairie*);

Note: The written consent from the non-applying parent that accompanies an application for a new passport must be less than 3 months old; **or**

1. **One parent with sole legal custody**, or a third party (in Loco Parentis applying on behalf of a minor under the age of 16) must refer to the State Department webpage entry [Provide Parental Consent](#) (Step 7) for necessary, mandatory documentation.

Note: If none of the documentation on the website of the State Department under Step 7, concerning [Parental Consent](#) is applicable, the applying parent must submit [Form DS-5525](#) stating why the non-applying parent/guardian's consent cannot be obtained.

Step 5: Submit Evidence of Child's U.S. Citizenship AND Evidence of Relationship

You must submit original document AND the exact number of photocopies required.

Submit your child's last issued U.S. Passport AND one of the following documents in section A and B:

A. Evidence of U.S. Citizenship; present originals plus required photocopies:

- Original, or certified U.S. [Birth Certificate](#) (showing both parents' names) issued by the city, county or state if your child was born in the United States, plus 1 photocopy; **or**
- Original [Consular Report of Birth Abroad or Birth Certificate](#) if your child was born abroad, plus 1 photocopy; (if you have Reports of Birth issued for other children, please bring original plus 1 photocopy); **or**
- Original Naturalization Certificate, plus 1 photocopy; **or**
- Original Certificate of Citizenship, plus 1 photocopy.

B. Evidence of Relationship:

- A copy of the minor's birth certificate, report of birth abroad, or court documents establishing custody or guardianship

Step 6: Present Identification of Both Parent(s)/Guardian(s)

You must submit original document AND the exact number of photocopies required.

- Previously issued, undamaged U.S. or foreign passport, plus 1 photocopy of each document, **or**
- Original Naturalization Certificate, plus 1 photocopy, **or**
- Valid U.S. Driver's License, plus 1 photocopy, **or**
- Current Government Employee ID (city, state or federal), plus 1 photocopy, **or**
- Current Military ID (military and dependents), plus 1 photocopy.

Step 7: Child's U.S. Social Security Number

- U.S. Social Security number:
Providing **the child's** U.S. Social Security number in box # 5 is mandatory if your child has been issued a number. If you have not filed for a Social Security number for your child, and do not wish to obtain one, then you should fill in the passport application SSN box # 5 with zeros.
- For infants, parents may complete the application form in order to obtain a social security number.

Step 8: Provide One Recent Passport Photo

- Submit one current [U.S. standard size passport photograph for biometric passports](#). French photo booth photographs are **NOT** acceptable for U.S. passport issuance. All photos must have a white, light or neutral off white background. Do **NOT** staple the photo to your application.
- If the passport being renewed contains a photo that does not clearly resemble the applicant, i.e., baby photo in passport, you may be asked to provide transition photos.

Step 9: Passport Fee \$105 (95 Euros)

Payment may be made by major credit cards or cash (in dollars or Euros) for children under 16. [See fees and payment methods.](#)

Step 10: Provide a Chronopost envelope for the Return of the Passport

Provide 1 self-addressed [Chronopost envelope](#) for the return of passports. These envelopes may be purchased at any French post office.

- Ask for an envelope for France métropolitaine
- Keep tracking number for your records. One envelope can contain up to 6 passports.

Please allow approximately 10 to 14 days for receipt of the new and cancelled passports.

****We require that all applications be filled out online. If you choose to submit a hand-written application, this could cause delays in processing your application.**

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